Approved For Release 2001/08/10 : CIA-RDP78-05747A000200050010-2

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MEMORANDUM FOR: Acting Chief, Fiscal Division
Chief, Confidential Funds Division

SUBJECT : Uncollectible Receivables

REFERENCES : (a) Memorandum to the Director of Finance from Deputy Director of Central Intelligence, same subject, dated 28 January 1964

(b) Memorandum to Chiefs, Fiscal and Confidential Funds Divisions from Deputy Comptroller, same subject, dated 2 July 1963 filed Accty 11 # 17

1. Attached is a copy of reference (a) delegating to the Director of Finance authority to make administrative determinations regarding uncollectible accounts and debts due the Agency which amount to less than $50.00 and to remove such accounts from the records.

2. All cases of accounts receivable of less than $50.00 which are determined to be uncollectible shall be submitted for my approval of write-off from your accounts. Such recommendations shall include a description of each account and a statement summarizing actions taken to collect the account.

3. Reference (b) is hereby superseded.

R. H. FUCHS
Director of Finance

Attachment

3 Feb 1964
C.C - C/O+L
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DOD 10 REV DATE 12/3/80 BY 029725
ORIG COMP 38 OPI 38 TYPE 02
ORIG CLASS S PAGES 2 REV CLASS C
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